

**CASE ASSIGNMENT AND REPORTING**  
**VOLUME 4 - CHAPTER 15**  
**LETTER "L"**

| CLASSIFICATION<br>Crime or Incident | FORM NUMBER<br>FILE NUMBER<br>PRIORITY | ASSIGNMENT<br>AND<br>ACTION | ADDITIONAL INFORMATION AND<br>STATISTICAL CODES |
|-------------------------------------|--|-----------------------------|---|
|-------------------------------------|--|-----------------------------|---|

**4-15/005.00**  
**LABOR**

|  |                        |                                      |   |
|--|------------------------|--------------------------------------|---|
| Jurisdictional dispute   | SH-CR-531<br>URN<br>44 | Industrial Relations Detail<br><br>A | Disputes between two union organizations. No strike in progress.<br><br>Make immediate telephone notification to Industrial Relations Detail. If unable to reach them, notify Sheriff's Headquarters Bureau.<br><br>Code 440 - Other - Noncriminal. |
| Strike   | SH-CR-531<br>URN<br>44 | Industrial Relations Detail<br><br>A | See Volume 5, chapter 9.<br><br>Notify Industrial Relations Detail immediately.<br><br>Code 448 - Strike.   |
| Strike pending   | SH-AD-32A              |                                      | Direct memo by Unit Commander to Industrial Relations Detail.   |
| Walkouts, work stoppages, other irregularities not constituting a strike | SH-CR-531<br>URN<br>44 | Industrial Relations Detail<br><br>A | Make immediate telephone notification to Industrial Relations Detail. If unable to reach them, notify Sheriff's Headquarters Bureau.<br><br>Code 440 - Other - Noncriminal.   |

**4-15/010.00**  
**LETTERS**

|                    |  |                              |   |
|--------------------|--|------------------------------|---|
| Anonymous or Coded |  | Station/Unit Patrol<br><br>A | <p>If information contained in a letter indicates the possibility of imminent danger to life or property, necessary preventive action shall be taken and this action indicated in the report. Also, see "Threats" and "Correspondence" for additional information.</p> <p>Procedures for reporting anonymous or coded letters shall be dictated by the nature of their contents. They shall be reported as crank letters, threatening letters, extortion, etc.</p> <p>For the purpose of identifying the writer of an anonymous letter, it shall be handled as follows: the handling of the letter by direct contact with the fingers should be avoided. The original letter together with its envelope and contents shall be placed in a large manila envelope. The following information shall be written on the outside of the manila envelope:</p> <ul style="list-style-type: none"> <li>• the title of the report and the URN;</li> <li>• the date, time, and method of receipt of the letter; <ul style="list-style-type: none"> <li>○ name and assignment of</li> </ul> </li> </ul> |
|--------------------|--|------------------------------|---|

persons handling the letter prior to its protection from handling; and

- name of receiving person and Unit of assignment.

|  |                      |                                    |  |
|--|----------------------|------------------------------------|--|
| Crank  | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | Route to Station/Unit detectives for review and filing in crank letter file.<br><br>Crank letters are those letters that are not in the nature of a threat or extortion or are not in the realm of normal business communications. The contents of a crank letter will indicate that the writer has some whim, fancy or opinion which would indicate he is more than normally concerned with some idea or belief but does not pose a danger to himself or others.<br><br>Code 440 - Other - Noncriminal. |
| Extortion  |                      |                                    | See "Extortion."   |
| Threatening,<br>general                                  |                      |                                    | See "Threats."   |
| -- Threats to<br>government<br>officials or<br>employees |                      |                                    | See "Threats."   |

**4-15/015.00**  
**LICENSES**

|   |                                  |                                 |   |
|---|----------------------------------|---------------------------------|---|
| Liquor<br>license application                           | Letter<br>SH-AD-274<br>URN<br>44 | Station/Unit<br>Patrol<br><br>A | See form for distribution. The cover letter is to either the contract city or to ABC. Affidavits and applications stay with the file copy only if the location is in unincorporated area.<br><br>SRD to License Detail.<br><br>Code 446 - Liquor License Investigation. |
| Violations:<br><br>-- Arrest made or<br>citation issued | SH-R-49<br>URN<br>39             | Station/Unit<br>Patrol<br><br>A | Copy to License Detail.<br><br>Code 399 - Misdemeanor - Miscellaneous   |
| -- No arrest made<br>or citation issued                 | SH-R-49<br>URN<br>39             | License<br>Detail<br><br>A      | Code 399 - Misdemeanor - Miscellaneous.   |

**LINEUPS**

See Volume 5, chapter 3.

**4-15/020.00**  
**LIVESTOCK**

For the purpose of the following, "livestock" is limited to cattle, horses, donkeys, mules, hogs,

sheep and goats.

A Horse and Saddle Identification Form (SH-CR-581) and an SH-R-49 are required to report the theft or loss of a horse and/or saddle. Request horse owners to complete an SH-CR-581 and retain this information for reference in the event horses or related equipment are stolen.

If livestock has serial or owner applied number, enter into APS or National Crime Information Center data file.

Send two copies or reports involving lost or stolen livestock to the California Department of Agriculture, Bureau of Livestock Identification.

Lost, found or strayed

SH-R-49  
URN  
44

Station/Unit  
Detective

P

Reports shall include the number of animals involved, a description of the animals, including any marks and brands thereon and the date of the loss or occurrence. If cattle involved, complete the Cattle Identification Form (SH-R-381), when necessary.

Code 442 - Lost Property.

Stolen, rustled and/or slaughtered

SH-R-49  
URN  
08

Station  
Detective

A

Immediate notification to Station/Unit detectives.

Reports shall include the number of animals involved, a description of the animals, including any marks and brands thereon and the date of the theft. If cattle involved, complete the Cattle Identification Form (SH-R-381).

Code 089 - Grand Theft, Livestock.

**4-15/025.00**  
**LOITERING/**  
**CURFEW**

SH-R-49  
URN  
22

Station/Unit  
Patrol

A

SH-CR-66  
Notice to  
Appear

Station/Unit  
Patrol

Use Los Angeles County Ordinance 13.56. Cite to the appropriate Informal Juvenile and Traffic Court.

Code 221 - Loitering/Curfew.

Loitering near school

See "Sex Offenses"

**4-15/030.00**  
**LOTTERY**

Arrest, Lottery

SH-R-49  
URN  
23

MCB

A

Notify the Major Crimes Bureau immediately by phone.

Code 234 - Lottery.

Information covering

SH-AD-32A

Confidential memo.

lottery

Secretary to prepare original and two copies.  
After signature by the Unit Commander, distribute  
in envelopes marked "Confidential" as follows:  
Original to Major Crimes Bureau; one copy to the  
concerned Chief; and one copy to Unit  
Commander's file.